

## 8

BEST PRACTICES FOR  
**Power BI**

## PART 3 OF 3: IMPROVING UX

**1. Ensure cache update frequency aligns with source refresh frequency**

By default, the Power BI cache update frequency is set to one hour. If, for example, your data set refreshes only once per day, you should update the cache frequency accordingly.

**2. Use white or light backgrounds**

These are printer-friendly and easier to share.

**3. Shorten numbers**

At most, show up to four numerals when displaying numbers. Be consistent across decimal points.

**1,728,294** →  
**1.7M**

**4. Use tooltips to provide more information on visuals and metrics**

Report tooltips are a great way of sharing additional information in a limited report space

**5. Use names that are meaningful to users**

Avoid ambiguity when naming columns and measures by using business-friendly names.

**6 Allow users to personalize visuals in a report**

Enabling “Personalize visuals” lets users gain further insights through ad-hoc exploration

**7. Avoid scrolls within the visual and on page**

Multiple scrolls on a single page lead to a negative user experience

**8. Use drillthrough buttons instead of expecting users to right-click on data points**

Drillthrough buttons are more intuitive because they clearly signal actions and results to users

**References**

Optimization guide for Power BI – Microsoft Corporation, April 2, 2021  
Visualizations in Power BI reports – Microsoft Corporation, May 5, 2020  
Tips for designing a great Power BI dashboard – Microsoft Corporation, August 14, 2019

Up next:  
**DAX**  
Best Practices